

DJJ REQUIRED TRAINING CREDIT DOCUMENTATION

All DJJ Field training must be properly and completely documented and reported to the Training Unit, in order to receive the appropriate training credit. **Exception:** Division of Education will not use this form for individual external learning – only group training sessions.

Department of Juvenile Justice field training includes:

- ▶ Classroom-based training
- ▶ Physical skills training
- ▶ Roll-call training *(must be a minimum of 30 minutes in length)*
- ▶ Distance training:
 - a. Correspondence courses *(must be from Agency approved source)*
 - b. Computer-based training courses (CBT) *(must be from Agency for content other than information technology; or from a CIT approved source)*
 - c. Teleconference programs, including:
 - 1) Satellite presented
 - 2) Interactive video courses

The requesting unit must keep the necessary training documentation on file and the signature of the unit supervisor on the training credit request form verifies that the necessary paperwork has been kept. The documentation required for all training includes:

- ▶ Course title
- ▶ Course date
- ▶ Course coordinator / trainer(s)
- ▶ Detailed description of course, including:
 - a. Purpose of training *(statement of need)*
 - b. Learning objectives *(what trainees will learn / be able to do upon course completion)*
 - c. *Topical outline/synopsis *(outline of information and or skills to be presented in the course)*
 - d. *Course agenda (time-referenced topical outline signed by trainer)
Note: Agenda must reflect all breaks provided during course.
 - e. *Course roster – completed and signed by course coordinator or trainer
Note: Training Unit will provide a roster template

* These items must be forwarded to the training unit after the training has occurred.

Department of Juvenile Justice Training Unit Training and Training Credit Request Form

This form is used to request Agency training to be recorded in the DJJ Knowledge Center (KC) in order for participants to do one of two things:

1. to enter approved agency field training into the KC so the training will appear on the participant's transcripts, and
2. to request approved non-agency, external training (the old 'user added training') be entered into the KC.

The completed form along with any required attachments must be signed and approved by the requesting unit before it can be entered into the KC. Please refer to the attached guidelines to ensure quicker processing.

Forms are to be completed electronically, printed and signed then submitted by scan/email to **DJJ-Training@djj.virginia.gov** or send a fax to 804-537-5907.

Select Reason for Request:

I am requesting the Training Unit (check one):

- ☐ Create a course in the KC that is upcoming or has already been completed by your unit.
☐ Enter approved, non-agency external training (old user added training) into the KC to show on the participant's transcript. Please attach a roster for multiple attendees.

Program Information:

Title: _____

Participant(s): _____

Description:

Program Capacity (min/max): ____/____ Training Credit Hours: ____

Please provide the following information for **ALL** sessions.

Date	Start Time	End Time	Location	Instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name of requesting Supervisor/Unit Head: _____

Date: _____

Email Address: _____

Phone Number: _____

Signature: _____

Unit: _____

For Training Unit use only:

Date entered into KC: _____ by _____ Signature: _____